

PROCEDURES TO BECOME A BUREAU CERTIFIED INSTRUCTOR

Instructor Certification Categories

The bureau has two instructor categories:

Basic Instructor. A Basic instructor can teach the following bureau certified courses:

- Basic Clean Air Car Course
- BAR ASE alternative courses
- Basic Area (EB) Smog Technician update training course
- Basic Area Smog Technician citation training courses

Advanced Instructor. An Advanced instructor can teach **all** Basic instructor courses, and the following additional courses:

- Advanced Clean Air Car Course
- BAR 97 Transition Course
- Advanced Emission Specialist (EA) update training course
- Advanced Emission Specialist citation training course

Note: To be an Advanced instructor, an individual must hold a current **Basic** instructor certificate, and must have completed an instructor training course (Train-the-Trainer) given by a Master instructor.

Basic Instructor Credentialing Requirements

An applicant who wishes to become a bureau certified **Basic** instructor must fill out page 5 of this application, and must meet **one** of the following instructor certification criteria:

1. Credentialed Applicants. The applicant must possess:

- A. A teaching credential in automotive technology that is recognized by the Department of Education; **or**
- B. Meet the California Community College eligibility requirements for teaching an engine performance course.

Note: An **original** letter from a California community college (on college letterhead stationary) stating the applicant has been **hired** to teach an engine performance course(s) will be accepted as meeting the eligibility requirements.

OR

2. Non-Credentialed Applicants. The applicant must meet one of the following qualifications:

- A. A minimum of **two** years experience in the engine performance area, and a Baccalaureate degree in vocational education (emphasis in automotive technology); **or**
- B. A minimum **four** years experience in the engine performance area, and an Associate of Arts degree or Certificate in automotive technology;
or
- C. A minimum of **six** years experience in the engine performance area.

PROCEDURES TO BECOME A BUREAU CERTIFIED INSTRUCTOR

Basic Instructor Credentialing Requirements (con't)

Non-credentialed applicants must submit a (typed) resume detailing job experience. The resume should include: the employer's name, address, phone number, dates of employment, length of time employed, a short description of job duties, supervisor's name, and a copy of school transcripts or diplomas to verify minimum education requirements (if applicable).

In addition to the experience/education requirements noted above, the non-credentialed applicant must give a short instructional presentation in front of an evaluation committee. The committee will determine if the applicant meets a minimum teaching skills requirement. (see "Instructor Presentation and Evaluation Procedure" on pages 3 and 4 for further details regarding the presentation).

Licensing and Certification Requirements

All applicants must have a current Advanced Engine Performance Specialist (EA) smog technician license, and be **currently** certified by the National Institute of Automotive Service Excellence (ASE) in the following areas:

- Electrical/Electronic Systems (A6)
- Engine Performance (A8)
- Advanced Engine Performance (L1)

Instructor Update Training

Applicants may be required to attend an *instructor* update training course [pursuant to section 3340.33(g)], as a requirement to become a certified instructor. Contact Wayne Brumett at (916) 255-1391 for further information on this training.

Basic Instructor Application

To be considered for **Basic** instructor certification, an applicant must submit to the bureau the following documents for review:

1. A completed page 5 of this application.
2. A copy of the applicant's Advanced Emission Specialist (EA) smog technician license
3. A copy of ASE certificates in the following categories: A6, A8, and L1.
Note: BAR ASE alternative courses are not acceptable.
4. A copy of a vocational instructor credential (credentialed applicants only)
5. A copy of a degree(s) and/or job experience resume (non-credentialed applicants only)

Applicant shall mail the application package to:

Attention: Wayne Brumett
Bureau of Automotive Repair
10240 Systems Parkway
Sacramento, CA 95827

Note: After review of application, non-credentialed applicants will be contacted by phone to set up a presentation date.

INSTRUCTOR PRESENTATION AND EVALUATION PROCEDURES

Instructional Presentation Evaluation Format

The applicant will provide a lecture and laboratory demonstration to an evaluation team of BAR and Educational Advisory Committee members (up to 4 evaluators). The applicant's presentation will consist of:

- A lecture on the theory/operation and diagnosis of a computer controlled system or component selected from the "Clean Air Car Course Training Manual" (1993). The applicant may choose the lecture subject material.
- A laboratory demonstration relevant to the lecture subject matter.

The applicant's lecture and demonstration presentation will not be less than 15 minutes, or more than a maximum of 45 minutes in length.

Evaluation Sites

Applicants can choose to be evaluated at any of several public automotive events that occur at various locations and times throughout the year.

Applicants may opt to be evaluated at the Bureau of Automotive Repair in Sacramento at any time of the year.

After review of the application, applicants will be contacted by this office to discuss scheduling a presentation.

Materials and Equipment Criteria

The applicant must provide the evaluation group (up to four members) with any written materials relevant to the lecture/demonstration (i.e. handouts, diagrams, etc.). The applicant will supply any diagnostic testing equipment, training aids, support equipment, demonstration vehicles, etc. needed to carry out the presentation.

Applicants traveling to Sacramento to give a presentation, may make arrangements with this office to provide support equipment (slide projector, overhead projector, VCR, etc.). The applicant must inform this office at least **two** weeks prior to the presentation of their material needs.

The bureau will provide a training room, and a marker board at any of the above noted evaluation sites. Vehicle demonstrations will be performed in the parking lot of the host setting.

Evaluation Criteria

Applicants will be evaluated on several criteria, some of which are:

- Organization of materials
- Knowledge of subject matter
- Clear explanation of subject matter
- Proper use of training aid(s)
- Material taught at student level
- Presentation skills
- Demonstrated safe practice
- Observed proper diagnostic procedures

INSTRUCTOR PRESENTATION AND EVALUATION PROCEDURES

Evaluation Criteria (con't)	<p>The evaluation committee will assess the applicant's knowledge of the subject matter, delivery skills, and adherence to time constraints.</p> <p>The bureau highly recommends that the applicant practice their presentation in front of other automotive instructor for critiquing, prior to being evaluated by the committee.</p>
Evaluation Process	<hr/> <p>Committee members will use a form to evaluate the presentation. At the end of the evaluation process, the bureau will discuss with the applicant the outcome of the evaluation (positive and negative aspects). The bureau will make the final determination in granting instructor certification to the applicant; based, in part, on the input of the evaluation committee members.</p>
Applicant Re-Evaluations	<hr/> <p>Applicants that fail the presentation evaluation, may choose one of the following re-evaluation processes:</p> <ol style="list-style-type: none">1. Give a follow up (same day) presentation (same subject matter) within a time frame agreed upon by the evaluation committee. The committee may limit the presentation to cover only the areas not adequately addressed in the original presentation/laboratory demonstration. For those applicants that the committee feels may require additional training/practice, the applicant will be required to follow evaluation process number two (below).2. Set up another full presentation evaluation with this office for a different time and date (location). <p>Applicants that fail two presentations in a row, must wait three months from the date of the last failed presentation, to request another evaluation.</p>

**BUREAU OF AUTOMOTIVE REPAIR**

10240 SYSTEMS PARKWAY, SACRAMENTO, CA 95827

PHONE: (916) 255-3465

**APPLICATION TO BECOME A BUREAU CERTIFIED BASIC INSTRUCTOR**

Name: _____

First

Middle

Last

Street Address: _____

(no P.O. Box)

City, State, Zip: _____

Home Phone #: (____) _____ Daytime Phone#: (____) _____ Ext: _____

Fax Number: (____) _____ E-Mail Address: _____

-

Name of bureau certified training institution(s) where you are currently employed:

School Name: _____ School Number: 99 _____

Advanced Emission Specialist (EA) License Number: _____ Expiration Date: _____

Meet at least one of the following (check one):

- ☐ Possession of a current credential recognized by the State Department of Education in the field of automotive technology; **or**
- ☐ Meet current California Community College eligibility requirements for a credential in the field of automotive technology; **or**
- ☐ Possess an automotive-related degree or credential, or other qualifying experience, which the bureau determines, upon petition of the applicant, to be substantially equivalent to a California Community College instructor's credential or a credential recognized by the State Department of Education in the field of automotive technology.

I certify under penalty of perjury under the laws of the state of California that the statements in this application are true and correct._____
Applicant Signature_____
Date